

2013 Professional Development Fellowship Program (PDF) Guidelines

1 SUMMARY:

The U.S. Department of State is pleased to announce the Professional Development Fellowship program for 2013. Open to adult spouses and partners of direct-hire US Government employees under Chief of Mission Authority, the Professional Development Fellowship (PDF) program is designed to assist spouses and partners to maintain, enhance, and/or develop their professional skills. Subject to budgetary considerations, fellowships of up to \$2,500 will be granted on a reimbursable basis for enrichment activities. Once activities are completed, the grantee will submit the necessary documents to support the reimbursement request and will be reimbursed accordingly. Selected applicants must fund a minimum of 25% of the cost of the proposed activities while the Fellowship stipend will cover the additional cost up to the \$2,500 maximum. Details are found below in paragraphs 5 and 6. Activities can include, but are not limited to, continuing education and distance learning through an accredited university, professional development, and participation in professional conferences.

2 PROGRAM CONSIDERATIONS:

The 2013 program will have a minimum grant amount of \$1000 and a maximum of \$2500. The Selection Committee will not consider any requests that do not meet the minimum amount requirement. The 2013 cycle is announced in order to align with the upcoming fiscal year. As a result, the 2013 fellowship period will cover activities that commence on October 1, 2012 and conclude no later than August 15, 2013.

3 ELIGIBILITY:

- Applicants must be the adult spouse or partner of a direct-hire US Government employee assigned to and residing at an overseas post under Chief of Mission authority during the fellowship year. Applicants must be accompanying their sponsors to post.
- Spouses and partners of those employees assigned to unaccompanied posts are also eligible to apply. (See Selection Criteria, paragraph 8).
- Spouses and partners of those employees on domestic assignments will not be considered.
- Previous fellowship awardees who meet the eligibility requirements may apply again. However, applicants who have been awarded fellowships for the two previous consecutive program cycles must wait one program cycle before reapplying.

4 APPLICATION PROCEDURES:

Applicants should submit a completed application form which can be found on FLO's website at:

<http://www.state.gov/m/dghr/flo/c21642.htm>

Applications must contain a one-to-two sentence synopsis followed by a detailed description of the proposed professional development program of activities. The program should be directly related to the applicant's professional interests and the proposal must explain how the activities will enhance the applicant's skills or future employment potential. As noted above, proposals may include a wide-range of activities. Proposals should provide a detailed breakdown of the expenses involved and give an indication of how the stipend would be used. Applications should be limited to two (2) pages (see application form). All applications received will be acknowledged by email within three business days of receipt. Unacknowledged applications will not be considered.

5 REIMBURSEMENT:

Fellowship costs will only be reimbursed after the activity is completed. The Department is unable to deposit awards in installments; therefore, it is important to claim reimbursement only once the activity is fully complete. The reimbursement process can take up to four weeks.

6 REIMBURSED COSTS:

Selectees should be aware that the Fellowship will reimburse costs up to \$2500 and the applicant will be responsible for a minimum of at least 25% of the proposed cost. Award amounts are subject to change if the original proposed costs change, but under no circumstances can award amounts be increased after an applicant is selected. Activities can include, but are not limited to, continuing education and distance learning through an accredited university, professional development, and participation in professional conferences.

7 NON-REIMBURSED COSTS:

- Membership fees and subscription costs
- Travel
- Transportation
- Lodging costs
- Per diem
- Child care costs
- Startup business costs

Example:

Proposal to Enroll in Distance Learning Program at The University of Maryland	
Reimbursable Program Expenses:	\$4000
Minimum amount of participants' responsibility: 25% of total expenses	\$1000
Grant request amount (maximum allowable amount of the Fellowship is \$2500)	\$2500
Participant's self-funded component of proposal (balance)	\$1500

8 SELECTION COMMITTEE

Proposals will be reviewed by a selection committee chaired by the Family Liaison Office (FLO) and will include representatives from the geographic bureaus and the Office of Overseas Employment.

9 SELECTION CRITERIA

In selecting grantees, the Selection Committee will consider the following factors:

- a. Unavailability of employment options in the applicant's profession at her/his current post of assignment.
- b. Correlation between the proposed activity and professional development of the applicant
- c. Where applicable, a connection between the proposed activity and other effort(s) on the part of the applicant to maintain/refresh her/his professional skills (i.e. if the proposal is part of a larger professional development plan).
- d. Additionally, favorable consideration will be given to those activities that will benefit the community as a whole through provision of services that are otherwise not readily available or alternatively are in great demand.
- e. Proposals from applicants residing at Historically Difficult to Staff (HDS) posts will receive preference as will proposals from posts where no Bilateral Work Agreement or de facto work arrangement is in place. A list of HDS

posts follows at the end of this cable; the link to the bilateral and de facto list follows:

<http://www.state.gov/m/dghr/flo/c24338.htm>

10 PROJECT COMPLETION

Fellowship recipients are required to commence and complete the activity during the 2013 Fellowship program cycle, i.e., October 2012-August 2013. There will be no extensions and no exceptions to this requirement. Fellowship recipients will be required to submit a Project Report describing program activities and accomplishments as well as a Financial Report providing a detailed budget of the project. Specific details on project completion requirements will be sent to selectees.

These fellowships are not only a benefit for those selected but constitute a financial commitment on the part of the Department as well. It is imperative that anyone accepting one of these fellowships understand this commitment and, should they decide to withdraw, notify the Family Liaison Office as soon as possible.

11 APPLICATION DEADLINE

Proposals are due in M/DGHR/FLO no later than **May 14, 2012**. Proposals can be submitted as follows:

- faxed to M/DGHR/FLO Attn: FLO Fellowship at (202) 647-1670
- emailed to FLOAskFellowship2013@state.gov
- mailed or hand carried to M/DGHR/FLO, Department of State, 2201 C ST, NW, Room 1239 HST, Washington, DC 20520

Selectees will be notified mid-August and will be required to sign a grant agreement. The 2013 program cycle will begin October 1, 2012 through August 15, 2013.

12 POINTS OF CONTACT

For additional information, email FLOASKFellowship2013@state.gov or call (202) 647-1076.

HISTORICALLY DIFFICULT TO STAFF (HDS) POSTS

AF POSTS

Abuja
Asmara
Bangui
Banjul
Brazzaville
Bujumbura
Conakry
Cotonou
Djibouti
Douala
Freetown
Khartoum
Kinshasa
Lagos
Libreville
Luanda

Malabo
Maseru*
Mbabane*
Monrovia
Ndjamena
Niamey
Nouakchott
Ouagadougou
Praia

EAP POSTS

Dili
Medan
Port Moresby
Shenyang
EUR POSTS
Vladivostok
Yekaterinburg

NEA POSTS

Algiers
Baghdad
Basrah
Erbil
Jeddah
Kirkuk
Kuwait
Mosul
Riyadh
Sana'a

SCA POSTS

Almaty
Astana
Herat
Hyderabad
Kabul

Karachi*

Lahore
Mazar I Sharif
Peshawar*

WHA POSTS

Ciudad Juarez
Curacao*
Georgetown
Hermosillo
Matamoros*
Nogales
Nuevo Laredo
Paramaribo
Port-au-Prince